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26 June 1952

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REPORT FOR THE WEEK OF 23 - 27 JUNE

To:

From:

[Redacted box]

1. Prepared to discuss CIA Human Resources Program with the ADs if given a few days notice.
2. Interviewed over half of the OSI people who attended the OSI Intelligence Reporting Course. It is planned to put on the third edition of this course in September. The revisions, as a result of suggestions from the participants, will continue to emphasize increasingly practical, concrete examples as the most effective means for driving home principles,- the case method in intelligence report training.
3. Am prepared to move ahead on basic planning for the training program to instruct supervisors in the use of the PERSONNEL EVALUATION REPORT form as soon as the Personnel Office has clarified and made definite its basic policy statement. It is planned now to commence this program on 1 August; the instructing phase should be completed by 15 November; and the actual filling in of forms should be completed by all supervisors in the Agency by 28 February 1953.
4. Attended meeting of the special sub-committee of the Interagency Committee on Area and Language Specialists at the Foreign Service Institute. The work of this sub-committee now seems to have reached the point where it will be appropriate for me to transfer my participation in this program to [Redacted] I shall fully brief [Redacted] on progress to date and shall attend my final meeting with him when this sub-committee next meets.
5. As of 1 July, the General Training Division becomes the Management Training Division. The programs and staffs of UTG/A and the Reading Improvement Laboratory are transferred to the Intelligence Training Division. The new Management Training Division has two branches: The Executive, Administrative, and Supervisory Training Branch and The Clerical Training Division. The title of the first branch may seem a little long, but it has the advantage of being completely self-explanatory and no other titles have been found to be satisfactory.
6. Attended the Government Training Officers Luncheon to hear Dr. Earl Strong, new director of the Executive Development Program, Civil Service Commission. [Redacted] CIA should not plan or expect to get any significant assistance from the Civil Service Commission on the development of the CIA management training programs. [Redacted]

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25 YEAR RE-REVIEW

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